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| **Job Description** |
| **Post title** | Principal Policy Officer  |
| **JE Reference No** | N6821 |
| **Grade** | 13 |
| **Service** | Regeneration, Economy & Growth |
| **Service Area** | Development & Housing – Spatial Policy |
| **Reporting to** | Team Leader |
| **Location** | Your normal place of work will be County Hall, Durham but you may be required to work at any Council workplace within County Durham. |
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| **DBS** | This post **is not** subject to a disclosure. |
| **Flexitime** | This post **is** eligible for flexitime. |
| **Politically restricted** | This post **is not** designated as a politically restricted post in accordance with the requirements of Section 1(5) of the Local Government and Housing Act 1989 and by regulations made from time to time by the Secretary of State. |

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| **Description of role** |

# Responsible for preparing statutory and non-statutory policy documents, providing relevant policy advice and the effective understanding and delivery of plan objectives.

# Responsible for effective line management of staff within a policy team including senior officers, to ensure effective service delivery and cascading of Council and Service policies and procedures.

# Assisting in the engagement partners, stakeholders and the public in the policy process, and the development of service wide improvement initiatives.

# Supporting Team Leaders and Managers in ensuring specific professional knowledge and updates are maintained both within the multi-disciplinary team and out with to the service users and members of the Council.

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| **Duties and responsibilities** |

## The preparation, review, monitoring and implementation of the relevant policy document production, including:

* Development of statutory and related documents;
* Delivering the statutory requirements of policy production;
* Developing advice and guidance on the operation and interpretation of policies and procedures;
* Developing and monitoring research to ensure joined up thinking across the service team.

## The contribute to the development and implementation of major and strategic projects including:

* Town centre plans, housing renewal programmes, transport strategies, mixed use and economic priorities;
* Preparing briefings and guidance for the development of complex sites and strategies.

## Deliver an effective policy framework to steer, advise and influence development, for:-

* NELEP;
* Development Management and as part of the Development Team Approach;
* Local Councils and Area Action Partnerships;
* Members of the public, developers and other stakeholders;
* The Sustainable Communities Plan; and other plans and strategies.

## Responding to consultations on national policy and strategies, and the plans and strategies of neighbouring authorities.

## Research, monitor, evaluate and maintain an up to date evidence base relevant to plan preparation and to other corporate plans and strategies.

## Provide advice and guidance for members of the Council; to prepare reports for consideration by the Council and represent the Council on outside bodies and partnerships as appropriate and at Public inquiries.

## To represent the Service on internal operational groups and structures.

## Monitor and evaluate the effective delivery of policy including delivery to ensure consistency of approach and application across the authority.

## To engage with public, including Local Councils, community groups, stakeholders and Area Action Partnerships in developing policy and to further the interests of the service.

## To ensure that the service performs at the highest and most efficient level and meets targets as set nationally and locally and that service improvement is continual.

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| **Organisational responsibilities** |

* **Values and behaviours**

To demonstrate and be a role model for the council’s values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

* **Smarter working, transformation and design principles**

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

* **Communication**

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

* **Health, Safety and Wellbeing**

To take responsibility for health, safety and wellbeing in accordance with the council’s Health and Safety policy and procedures.

* **Equality and diversity**

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

* **Confidentiality**

To work in a way that does not divulge personal and/or confidential information and follow the council’s policies and procedures in relation to data protection and security of information.

* **Climate Change**

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

* **Performance management**

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council’s Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

* **Quality assurance (for applicable posts)**

To set, monitor and evaluate standards at individual, team and service level so that the highest standards of service are delivered and maintained. Use data, where appropriate, to enhance the quality of service provision and support decision making processes.

* **Management and leadership (for applicable posts)**

To provide vision and leadership to inspire and empower all employees so they can reach their full potential and contribute to the council’s values and behaviours. Managers and leaders must engage in personal development to ensure they are equipped to lead transformational change; always searching for better ways to do things differently to meet organisational changes and service priorities.

* **Financial management (for applicable posts)**

To manage a designated budget, ensuring that the service achieves value for money in all circumstances through the monitoring of expenditure and the early identification of any financial irregularity.

*The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.*

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| Person specification |
|  | Essential | Desirable |
| Qualifications | * Educated to Degree level or equivalent in a relevant discipline.
* Professional qualification.
 | * Evidence of continuing professional development.
* Management or equivalent qualification.
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| Experience | * Significant experience in the production, implementation and monitoring of statutory plans.
* Experience in the commissioning, collection and analysis of statistical and other evidence relating to policy.
* Experience in public inquiries and/or public consultation.
* managerial experience with high levels of accountability and autonomy.
* Experienced in budgetary and financial management and monitoring.
 | * Experience at a regional level.
* Management of change and team development.
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| Skills & Knowledge | * Excellent and up to date knowledge of relevant legislation and process/procedures.
* Knowledge of relevant national, regional and local policy.
* Excellent interpersonal skills, including the ability to communicate effectively, both orally and in writing, with a wide range of people from different backgrounds.
* Commands of a wide range of communication skills, including listening, presenting information, facilitating group discussions and giving effective feedback in one-to-ones.
* Ability to demonstrate customer orientated approach to service delivery.
* Ability to establish excellent stakeholder relationships and to communicate effectively with a wide range of partners.
* Staff management skills.
 | * Project management and development.
* Familiarity with and ability to use relevant ICT infrastructure.
* Ability to recognise key issues, identify problems and find, and implement, solutions.
* Strong business skills and financial judgement.
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| Personal Qualities | * Out-going personality with enthusiasm and self-motivation, and ability to lead and motivate.
* Willingness/ability to work on own initiative and/or as part of a team, maintaining high levels of integrity and discretion.
* Positive approach to customer care.
* Willingness to undertake flexible working arrangements to meet service and project requirements.
* Persevering and problem-solving approach.
* The post holder may be required to work outside of normal office hours.
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